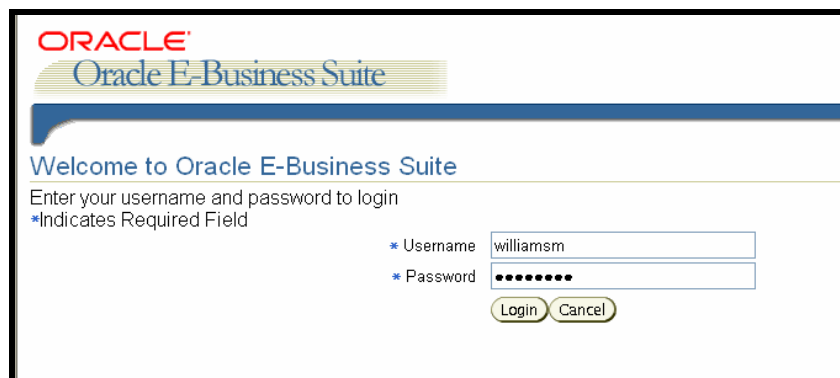


# Accessing the STARS Balance Sheet

1. To access STARS go to the website: <http://crinfo.doe.gov/officedocs/cf40/stars/> and click on STARS Production (STRS).

<a href="#">Home</a>	<a href="#">STARS User Resource Documentation</a>	<a href="#">Customer Service</a>									
<a href="#">Oracle Financials Logon</a> <a href="#">STARS SCR Information</a> <a href="#">Request a Logon ID</a> <a href="#">Reporting Tools</a> <a href="#">Development Tools</a> <a href="#">Training Resources</a> <a href="#">Support &amp; Technical Info</a> <a href="#">System Administration Tools</a>	<b>Logon to STARS</b> <a href="#">Security Notice</a>  <b>News &amp; Information:</b>  No outages are currently scheduled.  <a href="#">If you need assistance</a>  <table border="1"><thead><tr><th colspan="2">STARS Oracle eBusiness Suite 11i</th></tr></thead><tbody><tr><td><a href="#">STARS Production (STRS)</a></td><td>Production Support Resources: <a href="#">STARS Online Desk Reference</a> <a href="#">STARS User Resource Documentation</a></td></tr><tr><th colspan="2">Development and Test Instances</th></tr><tr><td><a href="#">Quality Assurance (QA)</a></td><td><a href="#">Development (DEV)</a></td></tr><tr><td>11.5.10 Upgrade (UPG)</td><td><a href="#">Patch (PTCH)</a></td></tr></tbody></table> <b>If you need assistance:</b>  Contact I-MANAGE Enterprise Application Support (EAS), at Headquarters Call (301) 903-2500, at Field Sites Call (866) 834-6246, Choose Option 4 - Enterprise Applications Support or use the <a href="#">Online Support Request Form</a>	STARS Oracle eBusiness Suite 11i		<a href="#">STARS Production (STRS)</a>	Production Support Resources: <a href="#">STARS Online Desk Reference</a> <a href="#">STARS User Resource Documentation</a>	Development and Test Instances		<a href="#">Quality Assurance (QA)</a>	<a href="#">Development (DEV)</a>	11.5.10 Upgrade (UPG)	<a href="#">Patch (PTCH)</a>
STARS Oracle eBusiness Suite 11i											
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Development and Test Instances											
<a href="#">Quality Assurance (QA)</a>	<a href="#">Development (DEV)</a>										
11.5.10 Upgrade (UPG)	<a href="#">Patch (PTCH)</a>										

2. You will get the login screen as shown below to enter your Username and Password. You must click on the Login button



The login screen features the Oracle E-Business Suite logo at the top. Below the logo, it says "Welcome to Oracle E-Business Suite" and "Enter your username and password to login". A note indicates that an asterisk (\*) denotes a required field. There are two input fields: "Username" with the text "williamsm" and "Password" with masked characters "\*\*\*\*\*". Below these fields are "Login" and "Cancel" buttons.

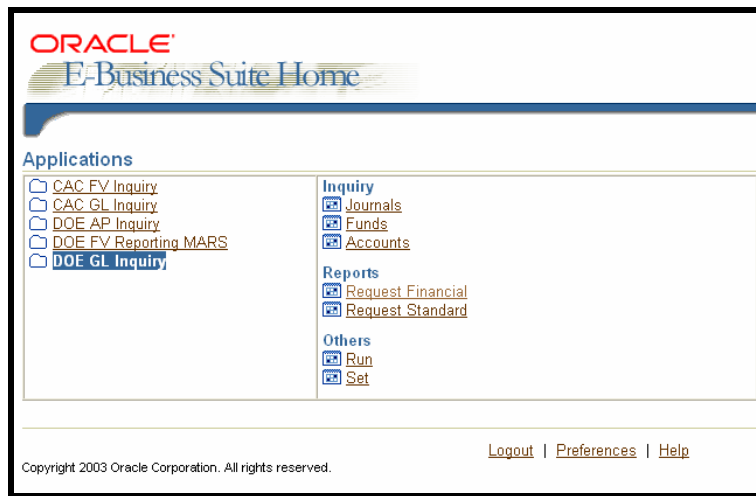
3. At the ORACLE E-Business Suite Home screen select GL Inquiry from the Application screen.



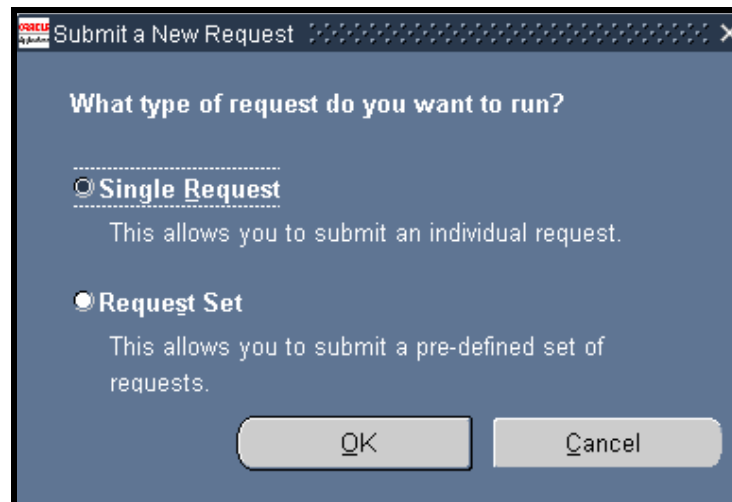
The home screen displays the Oracle E-Business Suite Home logo. Under the "Applications" section, there is a list of links: "CAC FV Inquiry", "CAC GL Inquiry", "DOE AP Inquiry", "DOE FV Reporting MARS", and "DOE GL Inquiry". To the right of this list, a message states: "Please click on a responsibility link to display the list of available applications." At the bottom of the page, there are links for "Logout", "Preferences", and "Help", along with a copyright notice: "Copyright 2003 Oracle Corporation. All rights reserved."

## Accessing the STARS Balance Sheet

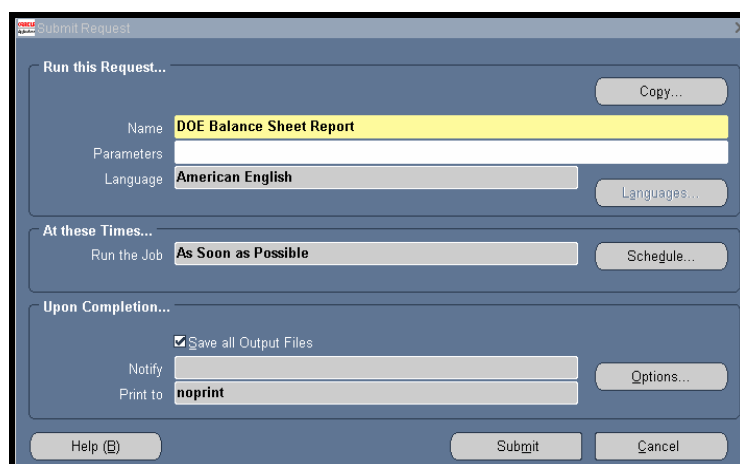
- Under “Reports” click on Request Standard.



- Ensure that the “Single Request” radio button is selected on the Submit a New Request screen and click OK.



- Enter “DOE Balance Sheet Report” in the name field. Press Tab.



## Accessing the STARS Balance Sheet

7. **DO NOT CLICK ON THE CLEAR BUTTON** because the Row and Totals Value Set and the Summary Table Loaded Thru will not change. You will fill in the following Parameters:
- Period Year “2006”. Press Tab.
  - Period Name “MAR-06”. Press Tab.
  - Summary Table Load Thru “MAR-06”. Press Tab four times.
  - Enter your allottee in the “Allottee – Low” box. The “Allottee – High” box is automatically populated. Allottee 01 is used as a sample.
  - Enter NO in the Show Consolidated Schedules box which is ONLY used by HQ. Tab once or twice to get a more detailed report. See step F below.

Parameters

Period Year  2006

Period Name

Summary Table Loaded Thru

Fund - Low

Fund - High

Fund - Parent

Allottee - Low  NS - NNSA Office of Field Financial Management

Allottee - High  NS - NNSA Office of Field Financial Management

Reporting Entity - Low

Reporting Entity - High

Show Consolidated Schedules

Group by Breakdown  Group by Fund

Line Breakdown by SGL

OK

- To utilize options of the last two ranges click on the ellipsis (...) box to get the LOV (List of Values). For example, you can group your report by Fund or Reporting Entity and or have Lines Breakdown by SGL. If you list all funds for your allottee there will be a summary total page that follows.

Group by Breakdown

Find %

Group by Breakdown	Description
ALLOTTEE	Group by Allottee
FUND	Group by Fund
NONE	No Group Sort
REPORTING ENTITY	Group by Reporting Entity

Find OK Cancel

## Accessing the STARS Balance Sheet

- Press OK. This will take you back to the Submit Request screen.

**Submit Request**

**Run this Request...**

Name: **DOE Balance Sheet Report**

Parameters: **2006:MAR-06:MAR-06:.....No:NONE:No**

Language: **American English**

**At these Times...**

Run the Job: **As Soon as Possible**

**Upon Completion...**

☒ Save all Output Files

Notify:

Print to: **noprint**

Buttons: Copy..., Languages..., Schedule..., Options..., Help (H), Submit, Cancel

- Click on Submit and you will get the Request screen. Click the Refresh Data button periodically until your report is completed. There should be a blue bar next to your report with the corresponding Request ID number.

**Requests**

Buttons: Refresh Data, Find Requests, Submit a New Request...

Request ID	Name	Parent	Phase	Status	Parameters
1195706	DOE Balance Sheet Rept		Pending	Normal	2006, MAR-06, MAR-06, , , , , , N,
1195631	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, N
1195622	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, A
1195615	GL Balances with CID Pa		Completed	Normal	2, 50249, USD, APR-06, YTD, M5Z00
1195612	GL Balances with CID Pa		Completed	Normal	2, 50249, USD, APR-06, YTD, M5Z02
1195605	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-05, A
1195591	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, N
1195589	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-05, A
1195587	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, A
1195579	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-05, A

Buttons: Hld Request, View Details..., View Output, Cancel Request, Diagnostics, View Log...

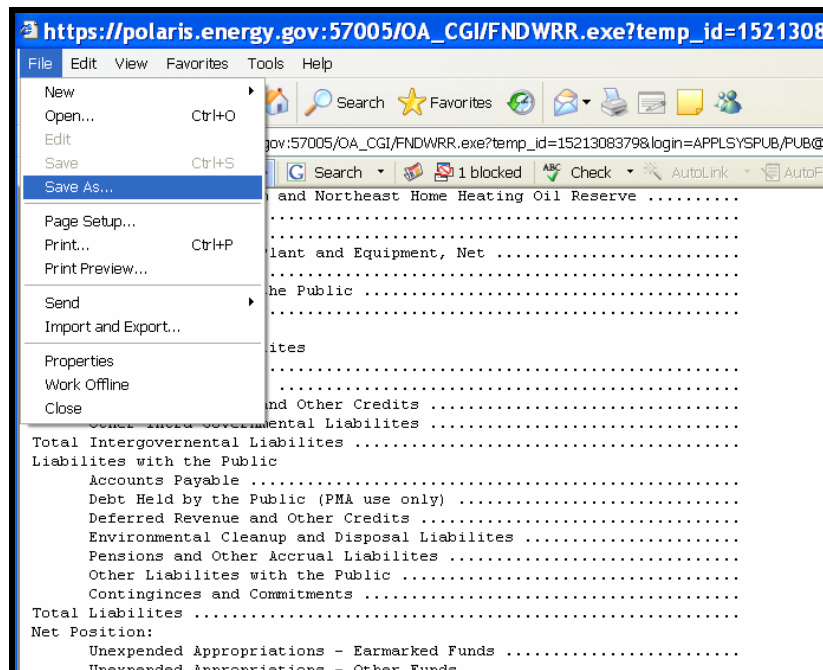
- Click on the View Output button after the report Phase indicates “Completed” and the Status is “Normal”.

## Accessing the STARS Balance Sheet

Request ID	Name	Parent	Phase	Status	Parameters
1195713	DOE Balance Sheet on R		Completed	Normal	1195706, N, NONE, N
1195706	DOE Balance Sheet Rep		Completed	Normal	2006, MAR-06, MAR-06, , , , , , N,
1195631	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, N
1195622	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, A
1195615	GL Balances with CID Pa		Completed	Normal	2, 50249, USD, APR-06, YTD, M5Z0
1195612	GL Balances with CID Pa		Completed	Normal	2, 50249, USD, APR-06, YTD, M5Z0
1195605	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-05, A
1195591	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, N
1195589	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-05, A
1195587	DOE GL Journal Detail R		Completed	Normal	2, 50559, 83, 50249, OCTADJ1-06, A

Note: To locate and run your report later click on View from the Menu bar and select Requests. Ensure that the “All My Requests” radio button is selected and click Find.

11. To print your file save your report as a text file. See instructions below on saving report as a text file.
12. Click File on the menu bar and select Save As.



## Accessing the STARS Balance Sheet

- Click on the drop down Save in box on the Save Web Page screen and select the location you want to save the file. You can accept the default or give your file a name. Click Save.

